1

Previous references.

1914-15
(E.A.B.)

File No. 6 of 1914.
Serial Nos. Notes

Later references.
B. 6-14. 215 7.934.5

P

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B. for Dec. 14

SUBJECT

Compilation of Government orders of standing importance

1. (Cr. No. 86108-12/8. A. 6-14 dated 12th December 1914)
Prescribing the procedure to be adopted in all the Secretariats from the Commencement of 1915, regarding the Systematic compilation of all Government orders of standing importance

(8 7/E)

G. R. S. 58

GPB—4,000—17.11

5 1 18

G.R.S. 11]

1914-15

GENERAL AND REVENUE SECRETARIAT.

(G AB)

NOTES.

File No. 6-14

FILE HEADING.

Consolidation of standing orders issued from January 1915.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Considerable difficulty is experienced at present in getting together for reference important Govt orders relating to any subject. Occasionally they may be found embodied in a departmental manual

NOTES—First Sheet.

GPB—35,000—15-6-12

Serial No.

but such manuals are a mere handful and are not kept up-to-date. The result is that orders of importance get mixed up with routine orders and cannot be unearthed without a laborious search among the Volumes of Monthly Proceedings.

2 So far as orders hitherto issued are concerned, the E. A. Branch has been asked to collect, edit and publish them for the several Depts. The work is proceeding but its magnitude and difficulty render its early completion impossible.

3 In the meanwhile it behoves us to see that similar trouble does not arise with regard to orders that may be passed hereafter. The following plan would appear to be well calculated to prevent it.

4 All Proceedings of Govt which are intended to be standing orders should be numbered in a separate series from Proceedings

NOTE—Contn. sheet.

G P B—10,000—18-6-14

G. R. S. 12]

General and Revenue Secretariat.

4 3

G A File No. 6 of 1914-15

Serial No.

S.O. ii read in lr of 7/8/14 are better issued 14/11

of a merely routine or ephemeral character, being styled Circulars for the sake of distinction. The Circular series may comprise orders of every Dept of Govt.

5 If the substance of a Circular can be embodied in a departmental publication of general use, this should be done. Even where this is not possible, the circulars should be classified and published ~~separately~~ at the end of every year.

6 This procedure is, I understand, in force in Burma and in the Central Provinces.

Secretary) 9/11/14

A draft official memorandum may be suggested

14/11

A draft memo is sent.

18/11/14

Please have it typed

19/11/14

Typed copy is sent.

19/11/14

Secretary)

Now please a clean copy before submitting to Govt

19/11/14

21

NOTE—Contn. sheet.

G P B—10,000—18-6-14

G. R. S. 121

General and Revenue Secretariat.

G A File No. 6 of 1914-15

4 5

Serial No.

The draft memorandum may be approved, as it will ensure the proper & regular compilation of standing orders in future. It supplies a real want:

Dewan 23/11

2835 24-11-14

Dewan 23/11

Draft slightly modified and approved by Dewan

Mue can please 10/12

10-12-14

Dewan 10/12

Why this order issue from Br I as was done in the case of the order sanctioning General Rules of Office Procedure?

For orders

11/12/14

Secretary

Dewan 11/12

Yes, in print.

Dewan 12/12

Br 1455/9-14

Orders issued in print & the file returned to Br VIII with 12 spare copies of the memorandum

K.N. Kms 21.12.14

To The Secretaries to Govt.

Memo No. 6104-12 G 12/12/14

Issues this instructions for the further Compilation of Standing orders.

NOTE—Contn. sheet.

GPB—10,000—18-6-14

6

No. Q 6108-12/E.U. 6-14
dt 12.12.14.

MEMORANDUM

With a view to the systematic compilation of all Government orders of standing importance for facility of future reference, the following procedure will be observed in all the Secretariats from the commencement of the calendar year 1915:-

(1) When drafts of Government Proceedings have been finally approved for issue, the Secretariat officer concerned should decide in each case whether they should be treated as standing orders or not.

(2) Proceedings ordered to be so treated should be printed in the monthly volume with their number in red ink.

(3) The substance of such proceedings should, whenever possible, be embodied in the appropriate Departmental Manual or other publication, if there is any.

(4) A copy of every standing order should be sent without delay to the Efficiency Audit Branch of the General and Revenue Secretariat with intimation as to whether steps have been taken to incorporate its substance in a Departmental Manual according to clause (3) above.

(5) The Efficiency Audit Branch will compile the standing orders, number them in a separate series for each

Branch

Branch or Department and publish the collection ~~every year~~ in the month of January once a year —

By Order,

10.12.14

Secretary to Government,

21/4/14 General and Revenue Departments.

To

The Secretary to Government,
General and Revenue Departments.
-do- Education and Agriculture.
-do- Public Works Department.
-do- Railways.
-do- Geological.

Copy to the Supdt, Govt Rev,
for information and guidance
By order

For Secy, G to R Depts

8

No. G. 6108-12 / E. A. 6-14 DATED BANGALORE, 12TH DECEMBER 1914.

MEMORANDUM.

With a view to the systematic compilation of all Government orders of standing importance for facility of future reference, the following procedure will be observed in all the Secretariats from the commencement of the calendar year 1915:—

(1) When drafts of Government Proceedings have been finally approved for issue, the Secretariat officer concerned should decide in each case whether they should be treated as standing orders or not.

(2) Proceedings ordered to be so treated should be printed in the monthly volume with their number in red ink.

(3) The substance of such proceedings should, whenever possible, be embodied in the appropriate Departmental Manual or other publication, if there is any.

(4) A copy of every standing order should be sent without delay to the Efficiency Audit Branch of the General and Revenue Secretariat with intimation as to whether steps have been taken to incorporate its substance in a Departmental Manual according to clause (3) above.

(5) The Efficiency Audit Branch will compile the standing orders, number them in a separate series for each Branch or Department and publish the collection in the month of January once a year.

By Order,
D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To —The Secretary to Government, General and Revenue Departments.
The Secretary to Government, Education and Agriculture.
The Secretary to Government, Public Works Department.
The Secretary to Government for Railways.
The Secretary to Government, Geological Department.

Exd.—C..R.

1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

MEMORANDUM

Dated 12th December 1914

No. G. 6108-12
E. A. 6-14

Prescribing the procedure to be adopted in all the Secretariats from the commencement of 1915, regarding the systematic compilation of all Government Orders of standing importance.

GPK—18-12-14—150

higher authority be returned for such presentation. // The above rule is not to be interpreted as precluding chief local or controlling authorities from using their discretion regarding the presentation, direct to themselves of applications and complaints which has not been previously submitted to Officers subordinate to them.

Bombay S.O. 7, 9. on page 1401.

6. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

Bombay Sol page 1402. R°7, 11.

7. When a petition is not drawn up or presented in conformity to the preceding rules it will be returned with an endorsement specially pointing out which of the rules has been infringed.

Bombay so. R°7, 13. on page 1402.

8. If the party desires an acknowledgment of the receipt of his petition, he shall annex thereto a receipt with a court fee stamp of one anna affixed thereon and the same will be returned to him signed by the officer to whom the petition is presented or by some authorized agent of his office.

Mysore Rev. manual. page 106.

II. Receipt and Disposal of Petitions.

9. In respect of every petition conforming to the above rules and presented in person or sent by post, a full endorsement in writing shall be given embodying the final orders.

Mysore Rev. manual page 105.

10. When orders cannot be passed on the day a petition is received, the applicant should at once be informed of the ~~date on or before which~~ probable time until which orders will be passed; he must not be kept waiting at the office for orders.

Lee 178 Burma Manual.

11. Petitions should not be referred to subordinate officers for report unless there is a real necessity, and when reports are required the points on which information is wanted should be clearly indicated.

Madras So. 172, 16.

12. Copies of orders passed on petitions, should as far as possible be delivered to petitioners in person by the officer passing the orders, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officers who will deliver one copy to the parties concerned and note on the other the actual date of delivery under their signature.

Madras So. 172. 19.

13. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition.

Bombay pag 1399, So. N° 1.

III. Miscellaneous.

14. Petitions should be received daily at a fixed hour during office hours ~~(11 a.m. to 5 p.m.)~~ by the officer himself and not by the clerks. He should keep to that hour as far as the exi-

Lee 173 of the Burma Manual. Do Do
Madras So. 172 I(i) note.

gencies of business will permit.

15. A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

16. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if the required information can be obtained from the records. But if it is necessary to investigate the matters referred in the petition by the examination of individuals or by reference to subordinate officers at a distance a further period of time will be allowed. Endeavour should be made in all cases to submit the necessary report within one month at the latest, as great hardship is caused to individuals when their complaints lie undisposed of for a length of time.

17. Petitions should not be entered along with other receipts but in a separate register and disposal both intermediate and final should be noted- the latter in red ink.

18. Below the entry of each petition sufficient space should be left for entering reminder petitions, if any- should be received.

19. The register should show in respect of each petition all the successive steps taken from beginning to end.

PETITION REGISTER

(To be maintained in all subordinate offices)

20. An alphabetical index of petitions should be attached to the Register and written up from time to time.

IV. Petitions to Government.

Bombay SO. 7,2. on page 1400.

21. Petitions addressed to Government will be received either through the Post Office or in a box which is affixed for the purpose ~~outside~~ at the Secretariat door and which will be opened daily at 12 noon (Sundays and Public Holidays excepted) by the Secretary, General and Revenue Departments and in his absence from Bangalore, by one of the Under secretaries.

22. Petitions will not be received by Government regarding any matters which ~~for~~ form the subject of judicial proceedings in ~~a~~ court of law or which properly fall within the jurisdiction of ~~the~~ such a court; nor will Government receive petitions containing complaints relating to the administration of civil and criminal justice, under circumstances which leave other methods of obtaining redress open under the regulations.

Bombay page 1400 SO. 7,5.

23. ~~The~~ Government will not receive a petition on any matter, unless it shall appear that the petitioner has already applied to the chief local authority and where such exists, to the controlling authority. The petitions to the chief local and to the controlling authorities or copies of them and the answers to or orders upon those petitions, in original, must be annexed to all petitions addressed to Government. Petitions by telegraph

Bombay SO. 7,10. on page 1401.

will in most cases violate this rule and will not generally be answered or attended to.

24. ~~The~~ (Government) after passing a final order (on appeal made to them), will not notice a second petition on the same subject unless new matter requiring especial consideration be introduced.

Bombay SO page 142 SO. 7, 12.

25. petitions addressed to Government shall not receive attention if they are :-

1. applications for pecuniary assistance by a person manifestly possessing no claim, or

2. appeals against decisions which by any law or rule having the force of law are declared to be final,

Ind. Cod. Extn: rules of the matter Govt: published on page 5 of Supplement to part I of the Govt Gazette of 5.4.1910.

****

Rules for receipt & disposal of Petitions. 15

~~Petition Rules.~~

1. These Rules shall apply to petitions on subjects not dealt with by the Civil and Criminal Procedure Codes or other Regulations. In the latter class of petitions, the rules laid down in the Regulations and Rules thereunder having the force of law should be complied with.

I. Preparation and submission of Petitions.

2. Every petition shall be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition shall be complete in itself and refer to a single subject. It shall contain all material facts and arguments relied on by the petioner All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against or endorsements issued to the party.

4. Every petition shall be legibly written and as concisely as the nature of the case admits of. It --

It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

5. Petitions shall conform to the stamp law, if - any, applicable to the matter to which they relate.

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for will be referred to such authority, and intimation given to - the party that he should await decision by that authority.

~~referred to such authority, and intimation given to the party that he should await decision by that authority.~~

7. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

8. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

9. If the party desires an acknowledgment of the receipt of his petition, he ~~shall~~ may annex thereto a receipt with a court fee stamp of one anna affixed thereon, and the ~~same~~ said receipt will be returned to him signed by the officer to whom the petition is presented or by some authorised agent of his office.

II. (Receipt & disposal of Petitions.)

10. In respect of every petition conforming to these ~~above~~ rules and presented in person or sent by post, a full endorsement in writing shall be given embodying the final orders.

10. When orders cannot be passed on the day personally presented a petition is ~~received~~, the applicant should at once be informed of the probable time -- within which orders will be passed. He must not be kept waiting at the office for orders.

When petitions otherwise received are not disposed of in a week, an acknowledgement should be sent by post to the Petr., informing him when final disposal may be expected.

12. Petitions should not be referred to subordinate officers for report unless there is a real necessity, and when reports are required, the points on which information is wanted should be clearly indicated.

13. Copies of orders passed on petitions should, as far as possible, be delivered to petitioners in person by the officer passing the order, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officers, who will deliver one copy to the parties concerned and note on the other the actual date of delivery under ~~their~~ his signature.

14. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was present-

presented and not referred to any subordinate office for an answer to his petition, except in cases covered by Rule 6.

15. Sec Pj

15. Petitions may be presented in person or -- posted to the address of the officer or placed in a box provided for the purpose in each office.

III. Miscellaneous.

16. Petitions should be received daily at a - fixed hour during office hours by the officer himself and not by the clerks. He should keep to - that hour as far as the exigencies of business - will permit.

17. A notice informing the public of the hours - between which petitions should be presented should be affixed to a notice board outside the office.

18. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if - the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent

as early as practicable within a month. If a -- longer time is absolutely necessary, an ad interim report should be submitted and further time obtained.

Petition Register (to be maintained in all subordinate offices.)

19. Petitions should not be entered along with other receipts but in a separate register and the disposal both intermediate and final should be noted - the latter in red ink.

20. Below the entry of each petition sufficient space should be left for entering reminder - petitions, if any should be received.

21. The register should be in the form appended:-

General No. 1	Date. 2	Party. 4	Purport. 5	Steps taken ~~Disposal~~ order. & disposal with dates. 6	~~Date.~~ Remarks & reference 7

3. Place.

22. An Alphabetical Index of places and persons -- should be attached to the register and written up - from time to time.

23. Petitions by telegraph will not generally be attended to.

24. After the passing of a final order, no notice will be taken of a second petition on the same subject, unless new matter requiring special consideration be introduced.

25. A return of petitions pending and disposed of will be submitted quarterly in the following form. Separate Rs for all cases pending over 6 months should be appended.

1. Pending from last quarter
2. Received during the quarter
3. Disposed of finally. ----------
4. Pending at end of quarter:
   (a) No. pending ~~on~~ Personal enquiry or otherwise
   (b) No. pending with subordinate offices or other departments
   (c) Reported as to higher offices & pending replies
   (d) No. pending more than 3 months.

~~(e) Separate for all petitions pending more~~

28/11/44

22

Proceedings of the Government of H.H. the Maharaja of Mysore.

****

Order No. Q 8721-70/S.A.33-14-1

Dated Bangalore, 11th Feb. 1915.

With a view to better regulate the method of dealing with ~~receipt and disposal of~~ petitions in public offices in the State, the Government of His Highness the Maharaja are pleased to issue the accompanying rules, in supersession of the existing ones on the subject.

Offg. Secretary to Government.

To

The Heads of Departments.
" Deputy Commrs. of Districts.
" Compiler, Mysore Gazette for publication in the Gazette.

S. O.

Petition Rules.

No. G. 8721-70—E. A. 33-14-1, DATED 11TH FEBRUARY 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 8721-70—E. A. 33-14-1, dated 11th February 1915.

With a view to better regulate the method of dealing with petitions in public offices in the State, the Government of His Highness the Maharaja are pleased to issue the accompanying rules, in supersession of the existing ones on the subject.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Compiler, *Mysore Gazette*, for publication in the Gazette.

24

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 8721-70—E. A. 33-14-1, dated 11th Feb. 1915

Petition Rules.

Issuing a set of — for adoption in all public offices in the State.

GPB—11-3-15—1,000

15. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition, except in cases covered by Rule 6.

16. After the passing of a final order, no notice will be taken of a second petition on the same subject, unless new matter requiring special consideration be introduced.

17. Petitions should be received daily at a fixed hour during office hours by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit.

18. A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

19. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent as early as practicable within a month. If a longer time is absolutely necessary, an *ad interim* report should be submitted and further time obtained.

20. In all offices where the average number of petitions received in a year exceeds fifty, a separate register should be maintained for entering petitions. But copy applications, darkhasts and other kinds of petitions for which special registers are maintained need not be entered in the petition register also.

21. Below the entry of each petition sufficient space should be left for entering reminder petitions, if any should be received.

22. The register should be in the form appended below:—

1	2	3	4	5	6
Number	Date of receipt	Petitioner's name and place of residence	Purport of petition	Notes of action taken	Date and order of disposal in brief

Note.—In column 5 should be entered briefly every step in the progress of the case, including references if any, made upon the petition to other offices and the replies received therefrom.

23. An Alphabetical Index of places and persons should be attached to the register and written up from time to time.

24. Every officer who receives on the average more than fifty petitions a year should submit to the authority to whom he is immediately subordinate a quarterly return in the following form. Explanations for all cases pending over six months should be appended.

1. Pending from last quarter.
2. Received during the quarter.
3. Disposed of finally.
4. Pending at end of quarter.—
   - (*a*) Number pending personal enquiry.
   - (*b*) Number pending with subordinate officers or other departments.
   - (*c*) Reported on to Higher Officers and pending replies.
   - (*d*) Number pending more than three months.

No. G. 8721-70—E. A. 33-14-1 DATED, 11TH FEB. 1915.

RULES FOR THE RECEIPT AND DISPOSAL OF PETITIONS.

1. Nothing contained in these rules will affect the procedure, if any, prescribed by law or by competent authority for any special classes of petitions.

2. Every petition must be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size, leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition must be complete in itself and refer to a single subject. It should contain all material facts and arguments relied on by the petitioner. All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against or endorsements issued to the party.

4. Every petition must be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

5. Petitions should conform to the stamp law, if any, applicable to the matter to which they relate.

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for, will be referred to such authority, and the fact intimated to the party.

7. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

8. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

9. Petitions may be presented in person or posted to the address of the officer or placed in a box provided for the purpose in each office. Petitions by telegraph will not generally be attended to.

10. If the party desires an acknowledgment of the receipt of his petition, he may annex thereto a receipt with a court fee stamp of one anna affixed thereon, and the said receipt will be returned to him signed by the officer to whom the petition is presented or by some authorised agent of his office.

11. In respect of every petition conforming to these rules and presented in person or sent by post, a full endorsement in writing should be given embodying the final orders.

12. When orders cannot be passed on the day a petition is personally presented, the applicant should at once be informed of the probable time within which orders will be passed. He must not be kept waiting at the office for orders. When petitions otherwise received are not disposed of in a week, an acknowledgment should be sent by post to the petitioner, informing him when final disposal may be expected.

13. Petitions should not be referred to subordinate officers for report unless there is a real necessity ; and when reports are required, the points on which information is wanted should be clearly indicated.

14. Copies of orders passed on petitions should, as far as possible, be delivered to petitioners in person by the officer passing the order, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officer, who will deliver one copy to the parties concerned and note on the other the actual date of delivery under his signature.